

Nomination Form: Fife Business Diversity Awards 2014
Nominations must be submitted by July 1st 2014

You can only enter a project or initiative for one category but you can enter different projects, services or initiatives for more than one category.

Give yourself enough time to put your submission together.
Don't leave it until the last minute.

Category (highlight your chosen category)

Employer of the Year
Employee of the Year
Voluntary Work Provider of the Year
Volunteer of the Year
Innovation Award

Nomination submitted by:

Your name:
Your address:
Your contact telephone number
Your email address:

Person/Business/Organisation being nominated:

Name:

Contact Person:

Address:

Telephone number

Email address:

Completing the nomination

Judges will be looking for evidence that your nomination has achieved some of the key points listed within your chosen category. Information on the categories is in the Awards Information leaflet. Please make sure that you have read this information before providing your response.

1. Introduction: 150 word summary on your nomination. This will be used for publicity therefore must clearly set out what has occurred, who was involved and what difference this has made.

Please provide more details under the following headings. In total, there should be no more than 1500 words (do not include the 150 word summary in this word count)

2. What has occurred?

3. What were the challenges and how were these overcome?

4. Describe any partnership working with other organisations or colleagues and how they have contributed to success in this instance?

5. What have been the benefits, what difference has this made to the individual/organisation or business?

Please provide supporting information e.g. a quote from the individual nominated, work colleagues, customers, business manager or organisation contact. This should show why the nomination is a potential winner.

Next steps

Once you have completed your nomination send it either electronically to:

Linda.clark@fife.gov.uk

Or post it to:

Linda Clark, Fife Business Diversity Awards Nominations, Level 4, Rothesay House, Rothesay Place, Glenrothes, KY7 5PQ

Our judging panel will consider all nominations and agree on a shortlist of potential winners in each of the categories.

Judges may transfer your entry into a different category if they feel it is appropriate.

If your nomination is short listed as a potential winner, you and your nominated contact person will be informed by August 1st 2014 and you will both be invited to attend the Fife Business Diversity Awards 2014 ceremony on Thursday 9th October 2014 at Pettycur Bay Holiday Park, Kinghorn.

Short listed nominees or nominators will be required to send us three photographs relating to the work environment and to the following specifications: FORMAT: JPEG and HIGH RESOLUTION/PIXEL

Publicity

By submitting a nomination, nominators confirm that all parties have agreed to take part in any publicity and the contents of their submission including photographs being used in media releases. All parties also agree to

photography at the event which may be used in publicity to promote Fife Business Diversity Awards and supported employment services.

Please tick the box as electronic confirmation that you have discussed publicity with your nominee and they agree to publicity. ☐

IMPORTANT DATES

- Closing date for entries is 1st July 2014.
- The short listed finalists will be contacted by 1st August 2014.
- The presentation day for finalists is on Thursday 9th October 2014 at Pettycur Bay Holiday Park, Kinghorn. This will be in the afternoon with finger buffet lunch provided.

FURTHER INFORMATION

If you want to find out more about the awards, the first place to look is our website: www.fifedirect.gov.uk

From here you can view the Awards information leaflet.

SPONSORSHIP OPPORTUNITIES

Fife Business Diversity Awards are Fife's only awards that highlight the employment benefits for people with disabilities and health issues.

The Awards are hosted by Supported Employment Network Fife, a membership organisation dedicated to ensuring that people with disabilities and health issues have equal opportunities in the world of work. This event would not be possible without sponsorship. Speak to Linda Clark on 01592 583142 or Linda.clark@fife.gov.uk to find out more about the range of sponsorship opportunities available.